



Cardiff West Community High School Charging and Remissions Policy 2026-27

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Approved by: J. Larner

Date: June 2026

Review: September 2027



1. Introduction

- 1.1 This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.
- 1.2 The aim of the policy is to set out what charge will be levied for activities and the letting of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The policy has been drawn up in accordance with Sections 449 – 462 of The Education Act 1996, which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.
- 1.3 The Governing Body of the school is responsible for determining the content of the policy, and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.
- 1.4 The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet that cost.
- 1.5 This policy will be reviewed annually.

2. Charges to Pupils

2.1 Prohibition of Charges

2.1.1 The Governing Body of the School recognises that legislation prohibits charges for the following:

- education provided wholly or mainly during school hours (including the supply of any materials, books, instruments or other equipment);
- admission to school for children of compulsory school age;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide
- transport;

- transporting pupils to other premises where the Governing Body or LA has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- transport provided in connection with an educational visit which is part of the National Curriculum.

2.2 Charges

Charges may be made for other activities known as “optional extras”. Where an optional extra is being provided, a charge may be made for providing material, books, instruments or equipment as follows:

(a) Examinations

No charge will be made for entry to a public examination except where the pupil without good reason fails to attend or complete the requirements of the public examination (i.e. fails to submit coursework) where the Governing Body or LA originally paid or agreed to pay the entry fee. An examination fee may also be charged to parents if:

the examination is on the set list, but the pupil was not prepared for it at the school; the examination is not on the set list but the school arranges for the pupil to take it.

Candidates will usually be expected to pay for re-sit examinations, with the exception of cases where the school has provided extra curriculum time for the preparation of candidates for these examinations.

(b) Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons), a charge will be made at cost price. Parents will be informed of this charge in advance.

(c) Music Tuition

Parents of pupils wishing to take the opportunity to be involved in music tuition, whether in or out of school hours, will be informed of the cost and will be billed termly. No charge will be levied if the tuition is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum. This will be supplemented by grant funding where available.

(d) Board and lodging on residential trips

The board and lodging element of approved residential activities, even when taking place largely in school hours. The cost will not exceed the actual cost of the provision, and prior written confirmation from the parent is required that he/she is willing to pay the charge. This will be supplemented by business sponsorship where available.

(f) Breakages

The school will charge for breakages and replacements as a result of loss or damages caused wilfully or negligently by pupils. Each incident should be dealt with on its own merit and at the school's discretion.

(g) Extra-curricular activities and school clubs, however this will be supplemented by grant funding where available.

2.3 **Remissions**

The Governing Body will not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:

Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes;

Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.

Parents who can prove that they are in receipt of the following support payments will, in addition to having free meals entitlement, be exempt from paying the cost of board and lodging of a residential trip:

- Income Support
- Income-based Job Seeker's Allowance
- Any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently, the following are prescribed:
 - Support under Part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue and Customs) does not exceed £16190 (i.e. children who are eligible to receive free school meals);
 - Income related employment and support allowance; and
 - Guarantee element of the State Pension Credit
 - Receipt of Universal Credit.
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When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher, in consultation with the Chairperson of the Governing Body will make authorisation for such remission.

2.4 **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- (a) Transport costs to and from outside venues
- (b) Cost of cinema / theatre tickets
- (c) Entrance fees to exhibits, places of interest

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- the contribution is genuinely voluntary and a parent is under no legal obligation to pay;
- pupils of parents who cannot contribute will not be treated any differently;
- the continuance of an activity may depend upon voluntary contributions;
- registered pupils at the school will not be excluded or treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. Requests made for voluntary contributions do not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Voluntary contributions will be used to:

- Provide cover for staff accompanying pupils;
- Supplement the cost of refreshments for pupils.

- Possible Transport costs

Lettings

Cardiff West Community High School is committed to letting various parts of the school's premises (e.g.: 3G Pitch, MUGA, Sports Hall, Dance Hall, Main Hall, etc.) and to maximise the income received from these lettings for the benefit of the school and its pupils.

For the period of September 2025 to April 2026 the times of hire will be:

Monday to Friday 4-9pm

Saturdays/Sundays

We aim to:

- Generate additional income to the school and for the benefit of its pupils.
- Ensure that there are clear 'Conditions of Hire' and 'Charging Policy'
- Ensure insurance and health and safety requirements of lettings are met in full.

Practices

With the aforementioned aims in mind, it is the Policy of this school that:

Use of the premises for school functions will take priority over lettings.

The Governing Body will set charges for lettings guided by these principles.

The Governing Body will retain the income derived from the lettings and this will be used to make contributions to the school for specific premises-related projects.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought to disrepute.

Where the school premises are let for functions where a Public Entertainment License is required, it is the responsibility of the hirer to acquire the appropriate license.

Decisions whether to permit lettings will be delegated to the Governing Body, the Headteacher and the Business Manager.

If the Headteacher or Business Manager believes a letting should not be permitted, they will report the reasons to the Governing Body.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations and provide a copy of their public liability insurance certificate.

There will be an annual review of the lettings charges every April.

Charging for the use of School Premises

The school budget can not be used to subsidise non-school activities, and community use of the school must at least cover the cost of letting the school, including the cost of caretaker time or an agencies time and utilities.

The charges to be levied from the hire of the premises are:

Hire of 3G Pitch inclusive of flood lights	Full Pitch – £70 per hr Half Pitch - £40 per hr
Sports Hall	Full Hall £35 per hour Half Hall £20 per hour
Dance Studio	£17 per hour
Main Hall (Theatre)	£50 per hour
MUGA	£15 per hour

- Lettings are non-vatable.

This policy will be reviewed

Agreed by Headteacher:

Agreed by Chair of Governors:

Date of issue: Summer 2026

Date of Review: Spring 2027